

## Training


# Quick Reference Card - Get to know Word: Create your first document

## Move the insertion point

When you open Word, the insertion point is at the top of the document. You can start typing at the very top of the document, or you can move the insertion point before you start to type:


Press ENTER to move the insertion point down one line at a time.

Press the TAB key to move the insertion point in one-half inch increments to the right.

Click **Show/Hide**  on the **Standard** toolbar to turn paragraph marks on so that you can see the paragraph marks and spaces in your document. That way you can tell where you have extra lines and extra spaces in your document when it's time to tidy your document up before you print it or hand it off to someone else.

## Save your document early

To keep your work, you have to save it, and it's never too early to do that.

1. To save your document for the first time, either click  on the **Standard** toolbar, click the **Save As** command on the **File** menu at the top of the window, or press CTRL+S.
2. In the **Save As** dialog box, in the **Save in** list, choose a location to save your document in. My Documents is a common location.
3. Enter a name for the document in the **File name** box.
4. The **Save as type** box should say **Word Documents**. Then click **Save**.

Once you save your document for the first time, click **Save**  on the **Standard** toolbar every so often as you work to save your changes.

### Tips

You can create a copy of a document by saving it with another name. You click **Save As** on the **File** menu, and then type a new name in the **File name** box. Then you have two copies; your original, and the copy with the new name.

For example, if a document is a completed letter to your uncle, about your vacation plans, but you want to send it your sister with an additional paragraph to her, you might save it with the same name, but with a "2" added to it, or with your sister's name.

At the bottom of the **File** menu is a list of the documents you've most recently worked on. Click any document in the list to open it.

## Change page margins

On the **File** menu, click **Page Setup**. Then click the **Margins** tab. Enter settings in the **Top**, **Bottom**, **Left**, or **Right** boxes.

## Move around the document and select text

Here are some of the ways to move around a document:

Press	To:
<b>CTRL+HOME</b>	move to the top of the document
<b>CTRL+DOWN ARROW</b>	move down, one paragraph at a time
<b>END, HOME</b>	move to the end of a line, moves to the beginning of a line
<b>CTRL+SHIFT+DOWN</b>	select a paragraph
<b>CTRL+SHIFT+RIGHT</b>	select a sentence



Mouse click	To select a:
Double-click	word
Click in the left margin, once	line
Double-click in the left margin	paragraph
Tripple-click in a paragraph	paragraph
Press CTRL, click in a sentence	sentence


Read the help topics [Keyboard shortcuts](#) and [Select text](#).


When you want to know what's going on in the document window, or if you want to know how to do something, ask what you want to know in the **Type a question for help** box in the upper right corner of the document window.

## Cut, Copy and Paste text




To copy text, select the text, click **Copy**  on the **Standard** toolbar, or press CTRL+C.

To move text, or to delete text, select the text. Then click **Cut**  on the **Standard** toolbar, or press CTRL+X. To paste the text in another location, place the insertion point where you want the text to go, then click **Paste**  on the **Standard** toolbar, or press CTRL+V.

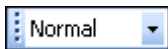
To undo an action, click **Undo**  on the **Standard** toolbar, or press CTRL+Z.

To redo an action, click **Redo**  on the **Standard** toolbar, or press CTRL+Y.

## Add basic formatting

To add bold, italic, or underline formatting, select the text, then on the **Formatting** toolbar, click **Bold**  (or press CTRL+B), **Italic**  (or press CTRL+I), or **Underline**  (or press CTRL+U) buttons. To undo the formatting, select the text, and click the button, or press the keyboard shortcuts again.


## Use a style to format

Select text, or click in the text. Then click in the **Style** box  in the upper left corner of the document window and select the style. For example, select Heading 1 or Heading 2 to apply a Heading style. You can also use the **Styles and**

**Formatting** task pane to apply the style. On the **View** menu, click Task Pane, or press CTRL+F1. Then click the arrow to open the menu of task panes.


## Change line spacing

To change a document from single spacing to some other line spacing, such as 1.5 or double spacing, place the insertion point beside a paragraph, or in a paragraph, or press CTRL+A to select an entire document. Then, on the **Formatting** toolbar, point to

**Line Spacing** , click the arrow, and select the number that you want.

**Tip** If you end up with too much space between paragraphs, look for extra paragraph marks in between the paragraphs. Delete the extra paragraph marks to get rid of the extra space.

## Change fonts

Select the text whose font you want to change. Click a font name in the **Font** box  on the **Formatting** toolbar. Or on the **Format** menu, click **Font**. Then you can change the font, font size, and even font color all at the same time.



## Create a list

### Create lists as you type

To start a numbered list as you enter text, type **1**, a period (.), and press the spacebar to enter a space. To type a bulleted list, type \* (asterisk), and press the spacebar to enter a space. Then type the text you want, and press ENTER to add the next list item.

Word automatically inserts the next number or bullet. To end the list, you press ENTER twice, or press BACKSPACE to delete the last number or bullet in the list.

### Create lists with existing text

Select the text you want to add numbering or bullets to. On the **Formatting** toolbar, click **Numbering**  or **Bullets** .

## Turn AutoComplete on or off

When the AutoComplete feature is turned on, Word will display a ScreenTip when you begin to type certain entries, such as the current date, at which point you can insert the entry or continue typing.

On the **Insert** menu, point to **AutoText**, and then click **AutoText**. Select or clear the **Show AutoComplete suggestions** check box, and click **OK**.

## About automatic corrections

Sometimes Word automatically capitalizes the first letter in the word at the start of a sentence, or automatically corrects typos.

If you don't want the revision, such as an automatic capitalization, move the pointer over the revision. A small, blue box appears when you rest the pointer near the revised text. The box changes to a button icon when you point to it. That's the **AutoCorrect**

**Options** button . Click it. Then click **Undo Automatic Capitalization**.

## More training

[Audio course: Decorate documents with backgrounds, borders, and text effects](#)

[Format your document with styles](#)

[Tables I: Create and format basic tables](#)

[Audio course: Get to know Excel: Create your first workbook](#)

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[Work with the keyboard in Office](#)